



## **Annual Vendor License Application Procedure**

Every Vendor must bring a completed application (to be obtained either through the City Clerk's Office or off the Website online forms [www.troyny.org](http://www.troyny.org)) to the Police Station for a standard records check. Upon satisfactory results, the application will be sent to Chief Nick Kaiser for approval.

Your application is then sent to the Troy City Clerk for final approval by the Mayor and permit issuance by the City Clerk. The Vendor permit fee is \$500 for a one-year license and \$250 for a six-month license. Licenses expire on December 31<sup>st</sup> regardless of when the license was issued.

***For food vending permits you must first obtain a food permit from the Rensselaer County Department of Health and then bring that approval to the City for a Vendor's Permit. Please call them at 270-2664.***

For further information, please contact the Troy Police Department at 270-4653 or 270-4654 or the City Clerk's Office at 270-4541.